

SUPPLEMENTAL JOB DESCRIPTION

Classification: PROGRAM SPECIALIST IV

Function Code: 7126-074

Position Title: Program Specialist IV

Date Established: 11/12/93

Position Number: 42831

Date of Last Amendment: 01/13/09

SCOPE OF WORK: To plan, organize and integrate programs relating to nursing assistant education and practice and others to whom the registered nurse may delegate nursing related tasks.

ACCOUNTABILITIES:

- Analyzes, evaluates, monitors and provides consultation relative to nursing-related practice and education issues.
- Reviews, evaluates nursing assistant programs, cooperating clinical sites and recommends revisions.
- Assists with organizing and implementing short and long range goals and objectives for a wide range of legislatively mandated activities and functions affecting nurses, nursing related personnel and the general public.
- Provides solutions for professional problems related to nursing education and practice standards.
- Responsible and accountable for the adjudicatory process, including investigations, presentations of disciplinary proceedings, preparations of official notices and pertinent letters pursuant to nursing assistants.
- Recommends policies, standards and procedures relative to nursing education and practice areas.
- Develops instruments, tools and forms used for adjudication, education and practice regulations.
- Interprets federal, state and local laws, rules guidelines and professional standards.
- Plans and conducts relevant workshops.
- Organizes and chairs relevant committees.
- Prepares, completes and presents reports for Board information and action.
- Recommends revisions of policies, laws and rules relative to nursing education and practice.
- Works with other staff members for efficient office functions.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in nursing. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' professional experience in a nursing administrative position, with responsibilities in research, planning, monitoring, evaluation, and administrative activities.

OR

Education: Bachelor's degree from a recognized college or university with major study in nursing.

Experience: Five years' experience in nursing, four years of which must have been in a administrative position, with responsibilities in research, planning, monitoring, evaluation and administrative activities. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Possession of a current license as a Registered Nurse and a valid driver's license or proof of registration in a state other than New Hampshire and a temporary permit issued by the New Hampshire Board of Nursing at the time of employment pending issuance of a license as a Registered Nurse.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Margaret Walker, Exec Dir., Board of Nursing, #13063

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title & Position #: Margaret Walker, Exec Dir., Board of Nursing, #13063

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved